

**FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY  
2024 BUDGET  
APPROVED 11-19-2023**

	Budget	Descriptors for 2024 Allocations
<b>INCOME</b>		
Amazon Online sales	36,000	Revenue after tax has been paid by Amazon customers
Amazon shipping income	8,500	Paid by Amazon customers; estimating 1,200 items shipped per year
BookCellar Sales (net)	66,000	Estimate of \$5,500 per month [cash and Square payments]
Commodities for Resale	3,500	Sale of tote bags, water and sodas
Donations/memorials	8,000	Based on historical amounts
Membership	6,000	Estimate based on 600 members, @ \$10 each for FOSAPL
<b>Estimated Income</b>	<b>128,000</b>	
<b>EXPENSES, AMAZON ONLINE</b>		
Amazon fees	7,140	Store fee of \$40/mo. (\$480); Sales fee, 15% of sales + shipping (\$4,500); "Per item sold" fee, \$1.80 per item (\$2,160)
Amazon sales shipping costs	8,400	Estimated as \$7 average cost x 1,200 items
Shipping supplies	320	Based on historical records and current supply stock
Online Sales Vendor's salary	23,400	Based on \$18/hr. x 25 hrs/wk x 52 wks/yr
Payroll tax paid for Vendor	1,790	7.65% of Vendor salary
<b>Section Sub-total = \$41,050</b>		
<b>EXPENSES, BOOKCELLAR</b>		
Advertising	150	To be determined
BookCellar Manager salary	18,720	Based on \$18/hr. x 20 hrs/wk x 52 wks/yr
BkClr Mgr Payroll tax	1,400	7.65% of BookCellar Manager salary
Commodities for Resale	2,000	Cost of tote bags, water & sodas
Equipment & Maintenance	370	As needed
Insurance - BookCellar	1,000	Liability, accident, dishonesty insurance covering volunteers & Manager
Office supplies	400	Includes supplies used in support of sales
Software contract (OCLC)	380	Necessary to assign Dewey Decimal numbers to donated items
Volunteer appreciation	600	To be determined by volunteers (luncheon? T-shirts? etc.)
<b>Section Sub-total = \$ 25,020</b>		
<b>EXPENSES, FOSAPL</b>		
Arts & Letters Awards	600	Yard signs and plaques for winners
Bank chgs, PayPal fees	700	Paypal fees for online memberships, etc.
Board expenses	400	Zoom account (\$150); six board meetings/yr
Branch Stipend for Life Members	500	\$5/branch for each Life Member
Contract-accounting	11,700	Professional Bookkeeping (\$9K); tax return preparation (\$1,100) and CPA (\$1,600)
Insurance FOSAPL Board	1,600	Professional liability & accident policy for Board
Membership recruitment	4,300	Printing of membership envelopes & renewal letters (\$1,500); "60th Anniversary of FOSAPL" and Nat'l Friends of Lib's Week (Oct. 20-26, 2024) event at each branch & Central, 30 locations x \$60 each (\$1,800); replace "Love Your Library? Join the Friends" display materials, and advertising of FOSAPL membership (\$1K)
Newsletter expenses	2,200	SAPLings editor for 4-page printed issues + online pages (\$200/issue x 6 issues= \$1,200/yr); also PC Creative fees to mail to those members without email addresses; plus Constant Contact (\$310/yr)
Office supplies	350	Checks, envelopes, printer ink for officers
Postage	1,000	Bulk Mail Permit, PO Box (\$210/year), FOSAPL mailings [USPS 2% more in 2024]
President's expenses	200	If needed
Website maintenance	1,380	Webmaster contract (\$900/yr); fees for domain name (\$60); Jotform contract (\$420/yr.)
Workshop(s)	2,000	Board orientation; Membership recruitment training; Advocacy training?; Purchasing procedures?; use of the Square?
<b>Section Sub-total = \$ 26,930</b>		
<b>LIBRARY SUPPORT</b>		
	35,000	Donation available for SAPL, pending approval of proposed 2025 spending plan
<b>Section Sub-total = \$ 35,000</b>		
<b>Estimated Expenses</b>	<b>128,000</b>	